

S-E-C-R-E-T
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140045-3
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/OS-4

1. TITLE OF REPORT (if a fill-in report include Form No.)

Component Training Evaluation

2. TYPE
OF
REPORT

☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☒

TRAINING

☐ LOGISTICS

☐ SECURITY

☐ MEDICAL

☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annually

6. DISTRIBUTION (No. of components not
number of copies)

1 (DTR)

7. FORMAT (memorandum, form
computer print-out, etc)

Memo

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

ADDS Memo to Ex. Dir/Compt
dated 12 April 1968

10. PREPARING COMPONENT (include lowest level
contributing information to report)

C/OS/TR

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

1 (DC/OS/ST)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-15	12.80	40		512.00	1		512.00
GS-14	11.00	250		2750.00	1		2750.00
GS- 7	4.50	20		90.00	1		90.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

3352.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by Director of Training who is required to submit report to Executive
Director-Comptroller.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☒ OTHER (explain) Not My Decision
☐ CHANGE
☐ DISCONTINUE

MAN-HOURS

?

DOLLARS

? STAT

16. DATE OF INVENTORY

5 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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Chief, Operations School, TR

18. EXTENSION

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